



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

## FOR AGENCY USE

Application Date

Application Number

## 1. Agency Address

Ga. Department of Corrections  
Facilities Division  
Inmate Affairs Section  
2 Martin Luther King Jr. Dr., East Tower  
Atlanta, GA 30334

## FOR RECORDS MANAGEMENT USE

Application Number

86-4

Date Received

DEC 23 1985

Date Completed

MAR 3 1986

## 2. Person to Contact

Susan Davis

## Working Title

Records Management Officer

## Telephone Number

656-5561

## 3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.  
b. ☐ Dispose of present accumulation; no further accumulation anticipated.  
c. ☐ Amend Application No. \_\_\_\_\_ Check One: ☐ Change; ☐ Supersede; ☐ Void

## 4. Dates of Series

Earliest Latest

ca 1972 | Present

## 5. Records Series Title (followed by title used in office, if different)

Inmate Correspondence  
Monthly Summary Report File

## 6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

The Inmate Affairs Section handles all complaints, grievances, and correspondence generated by the inmate population. The section investigates and assists in the resolution of inmate problems and ensures the availability of formal channels of communication and conflict resolution.

## 7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):  
Attach samples of the file.

Documents relating to: Recording the number of complaints, grievances and correspondence generated by state inmates per month, listed by institution.

Included are: Monthly summary report listing total number of grievances, disciplinary appeals, life endangerment charges, medical complaints and general correspondence from state inmates.

File is arranged: Chronologically by month.

## 8. Monthly Reference Rate

How often are records referred to which are:

One to six months old 0; Seven to twelve months old 1; Thirteen to twenty-four months old 0; twenty-five months and older 0?

## 9. Annual Rate of Accumulation of Records

Letter-size drawers \_\_\_\_\_; Legal-size drawers 1 folder; Shelves \_\_\_\_\_; Other (specify) \_\_\_\_\_

X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N	A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. Quarterly Report to B.O.C.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Quarterly Report to Board of Corrections.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Deputy Commissioner of the Facilities Division
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | 4* years.    | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | 1 years.     |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

- e. Needed for reference until Quarterly Report to the Board of Corrections is compiled.  
a. These reports provide a history of the number of grievances filed during specified periods.  
The Department of Law recommends a four-year retention period for these records in the event charges are filed relating to continuing mistreatment.

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then.

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 4 year(s); then  
☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then  
☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then  
☒ Destroy.  
☐ Transfer to State Archives for permanent retention.  
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
			12/9/85
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	1/2/86
		Secretary of State/Designee	12/30/85
		Attorney General/Designee	2/24/86